

### 11.4.3 - Does your university as a body promote or allow telecommuting or remote working for employees as a matter of policy or standard practice, and/or offer a condensed working week to reduce employee commuting?

Azerbaijan State Oil and Industry University (ASOIU) has formally adopted a Remote and Flexible Working Policy that enables academic and administrative employees to work remotely or under hybrid arrangements, depending on the nature of their roles. This initiative supports work-life balance, enhances productivity, and contributes to the university's sustainability goals by reducing daily commuting and associated carbon emissions.



#### Key Features of the Policy

##### 1. Eligibility and Scope

Employees whose duties can be effectively carried out off-campus are eligible for remote or hybrid work. Suitable roles include:

- Academic and research staff involved in teaching preparation, digital learning, and project management.
- Administrative, HR, and finance personnel.
- IT, communications, and digital services teams.

Each department identifies eligible positions and determines flexible schedules that balance operational needs with employee well-being.

##### 2. Flexible Work Models

- Hybrid Working: Staff can divide their working time between the campus and remote locations, based on departmental requirements.

- Full Remote Work: Permitted for roles that do not require physical presence, particularly in digital management, research coordination, and technical services.
- Condensed Work Week: Some departments operate on reduced on-site schedules, allowing staff to complete working hours over fewer days, further minimizing commuting frequency.

### 3. Technology and Support Systems

ASOIU ensures that all remote employees are equipped with secure access to university systems, including:

- Encrypted VPN connections for data security.
- Access to internal communication platforms (e.g., Microsoft Teams, Zoom, and ASOIU intranet).
- Dedicated IT support for troubleshooting and cybersecurity.

### 4. Performance and Monitoring

Remote work arrangements are supported by clear deliverables, performance metrics, and regular progress reviews. Supervisors conduct periodic online check-ins to ensure alignment with institutional goals and maintain team cohesion.

### 5. Employee Health and Well-Being

The university promotes healthy and productive remote work through:

- Online mental health and wellness resources for staff.
- Ergonomic guidelines for creating safe and efficient home workspaces.
- Virtual social and professional development activities to maintain engagement.

### Sustainability and Impact Targets

| Metric                                              | 2024 Target | 2026 Target | 2030 Target |
|-----------------------------------------------------|-------------|-------------|-------------|
| Reduction in Commuting-Related Carbon Emissions (%) | 10%         | 20%         | 30%         |
| Employee Participation in Remote or Hybrid Work (%) | 25%         | 50%         | 75%         |

Through these measurable targets, ASOIU aligns its operational practices with both national sustainability priorities and the UN Sustainable Development Goals (SDG 11 – Sustainable Cities and Communities, SDG 13 – Climate Action).

### Support and Training

ASOIU provides continuous training on effective remote working practices — including communication, digital literacy, time management, and cybersecurity. Department heads and supervisors receive specialized guidance to manage remote teams, maintain productivity, and foster inclusion.

## **Conclusion**

ASOIU's Remote and Flexible Working Policy reflects a modern approach to employment and sustainability. By embracing telecommuting, hybrid work, and condensed schedules, the university not only enhances employee satisfaction and efficiency but also significantly contributes to reducing transportation emissions and building a greener, more resilient academic community.